

*Ames
Phy. Fitness
Room*

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Physical Fitness Room - Ames Center Building

1. This memorandum contains a recommendation for your approval; such recommendation is contained in paragraph 6.

2. In view of the emphasis placed on physical fitness by the Director and the recent promulgations of the Office of Medical Services, the Office of Logistics has examined the problems and costs connected with the establishment of a physical fitness room in the basement of the Ames Center Building. Following, as far as possible, the pattern established with the Headquarters physical fitness room, plans have been drawn up for a limited exercise room. While available space will not permit rope climbing or a running track, room is available for chest weights, bicycle exercisers, rowing machine, abdominal board, vibrator, and a universal gym. Included also is supporting equipment such as showers, toilets, washer, dryer, and lockers. As with the Headquarters physical fitness room, a full-time attendant is required to manage and operate this facility.

3. The installation of a physical fitness room in the Ames Center Building is a significant investment in rental property. To protect such an investment, the General Services Administration will probably wish to extend the lease, due to expire in January 1976, before agreeing to the improvements. Such action, however, coincides with current Agency planning and should not present a significant obstacle. One-time investment and continuing yearly operating costs are as follows:

Investment Costs

a. Removal and installation of partitions, walls, lighting, floor covering, painting, air handling, utilities, and equipment installation	\$41,240
b. Shower and toilet area	10,840

C/LED

DC/LED

AC/LED

✓ OL 2 6141

ADMINISTRATIVE - INTERNAL USE ONLY

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c. Water cooler, lockers, locker room bench, custodial desk	\$ 7,020
d. Athletic equipment	<u>5,500</u>
ESTIMATED TOTAL	<u>\$64,600</u>

Operating Costs

a. Full-time attendant (GS-07, step 1)	\$ 9,053
b. Equipment maintenance and replacement cost	1,500
c. Yearly space rental (2,032 square feet at \$2.25 per square foot per year)	<u>4,572</u>
ESTIMATED TOTAL	<u>\$15,125</u>

4. In view of the fact that such facilities will be utilized by personnel from all the Directorates located in the Rosslyn area, it is proposed that the one-time investment cost for constructing and equipping the facility be shared on a pro-rata basis among the DD/S, DD/I, and DD/S&T who comprise better than 90 percent of the Agency employees in the area. (Remaining personnel are distributed between the Office of the Director and the DD/P.) A distribution of the cost on this basis is as follows:


<u>Directorates</u>	<u>Percentage</u>	<u>Amount</u>
DD/S	54	\$34,884
DD/I	37	23,902
DD/S&T	<u>9</u>	<u>5,814</u>
TOTALS	100	<u>\$64,600</u>

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5. Further, it is proposed that the Office of Personnel assume responsibility for the management, operation, and cost of the full-time attendant in a manner consistent with the current practice for the Headquarters Building physical fitness room. As at Headquarters, personnel utilizing the facility will pay a small service charge for towels and other miscellaneous items. These funds will be used to keep a fresh supply of such items on hand. The Office of Logistics would assume the cost of maintenance, equipment replacement, and additional space rental costs in its budget.

6. It is recommended that the above proposal for construction and funding of a physical fitness room in the Ames Center Building be approved with the understanding that funds have not been budgeted for this expenditure and will, therefore, require re-programming of available funds within each Directorate prior to the end of the fiscal year.

STATINTL


John W. Coffey
Deputy Director
for Support

The recommendation contained in paragraph 6 is approved.

/S/
W. E. Colby

Executive Director-Comptroller

15-8-72
Date

Distribution:

Orig - Return to DD/S
1 - Signing Official
1 - ER
1 - DD/I
1 - DD/S&T
2 - DD/S
1 - D/Log
1 - D/Pers

Distribution Withheld:


1 - OL/Official
✓ 1 - OL/LSD
1 - OL/RECD
1 - OL/B&F
1 - OL/EO Chrono
1 - OL/Suspense
1 - D/L Chrono

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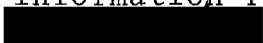
EO/OL  pkj/3491 (Nov 9, 1972)

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OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	DD/Pers/SP		<i>[Signature]</i>
2	DD/Pers		<i>[Signature]</i>
3	D/Pers	16 APR 1976	J
4			<i>[Signature]</i>
5	A/DDA		
6	DDA		
ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL <i>EO/DA</i>		DISPATCH	RECOMMENDATION
✓ COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE

Remarks:

Attached memorandum is for information regarding proposed  fitness room. I will prepare request for OGC in draft for your review.

I think DDA should bless the effort before we request OGC opinion - B

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.	DATE
<i>[Signature]</i> C/BSO	4/14/76
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